

SIUC Spring 2008 General Information

This information is subject to change.

Restriction on Release of Information

The Family Educational Rights and Privacy Act of 1974 permits the release of directory information pertaining to students as public information to parties outside the University without written consent of the student *if* the student has been given the opportunity to restrict such disclosure. The public directory information for students who have not restricted its release may be published in various forms and formats including both printed page and electronic copy. For example, directory information such as name, phone number, and addresses of currently enrolled students who have not filed the restriction request are made available to virtually anyone via the SIUC home page on the World Wide Web on the Internet.

Directory information includes student name; student local and permanent addresses and telephone numbers; email address; current and past term status (full-time or part-time); classification (freshman, senior, etc.); academic unit, major; dates of attendance; degrees and honors earned and dates; the most previous educational agency or institution attended before enrollment at the University; participation in officially recognized activity or sport; weight, height, and pictures of members of athletic teams; date of birth; and picture. Currently enrolled students may restrict the release of their directory information by notifying Records and Registration in writing. Notice of the procedure and the deadline dates for the submission of restriction requests will be published in the *Daily Egyptian* newspaper. Directory information release restriction forms are available at Records and Registration.

Personal Data Changes

The University maintains specific items of data for each student in attendance. These data items are listed below, with an indication of where they may be changed.

Name, Date of Birth

Name may be changed or date of birth corrected at Records and Registration — Records Section. Verification may be required.

Legal Residence (Illinois or out-of-state)

Students must complete the Application to be Classified an Illinois Resident form, undergraduates at Undergraduate Admissions, graduates at the Graduate School, law students at the School of Law. Before the change is made students must have met the Board of Trustees regulations governing residency status.

Addresses

It is very important that students keep the University informed of their correct addresses, to ensure prompt delivery of mail. Changes may be made at Records and Registration, Bursar, University Housing, Financial Aid, collegiate advisement centers, or online through SalukiNet.

The University maintains three addresses for all students: permanent, billing, and local.

The monthly *Statement of Account* is sent to the billing address, if it exists. Otherwise it is sent to the local address (to the permanent address in December or in the absence of both other addresses).

All *other correspondence* is sent to the local address, if it exists. Otherwise it is sent to the permanent address.

Transcripts

Transcripts of students' official educational records are issued by Records and Registration under the following conditions: A transcript is sent, issued, or released either on a student's request or with the student's explicit permission or when a transcript is required by University faculty and administrative personnel or other educational institutions for official purposes. A request from a philanthropic organization financially supporting a student or a recognized research organization conducting educational research will be honored *if* the confidential character of the transcript is protected.

A transcript will be issued to a student upon written or online request. The transcript will have the statement "Issued to Student" on its face. Requests for transcripts to go to a third party must contain the student's written authorization and hand-written signature for mail-in requests. Online requests must be automatically authorized or a hand-written signature must be faxed or mailed to the Transcript Office.

A transcript will not be released if a student owes money to the University. For further information see the policy on the release of student information and access to student records in Chapter 7 of the *Undergraduate Catalog*.

Students who started at SIUC Fall 1990 or later may view their unofficial transcripts via SalukiNet on the world wide web at URL: <http://salukinet.siu.edu/>. To view the transcript office policies in detail, please visit <http://registrar.siu.edu/records/transcpt.htm>.

Graduation Procedures

The academic requirements for the various associate and bachelor's degrees are found in chapter 5 of the *Undergraduate Catalog*, and for the various graduate degrees in the *Graduate Catalog*.

Undergraduate students who started at SIUC Fall 1990 or later, may view their Degree Progress Report via SalukiNet on the world wide web at URL <http://salukinet.siu.edu/>.

Graduation ceremonies are held each year at the end of the spring semester, the summer session and at the end of the fall semester. Degree candidates must apply for graduation with Records and Registration (graduate students with the Graduate School) not later than the end of the first week of the student's final semester. Students planning to graduate in May should apply by the end of the first week of the spring semester. Students graduating in December should apply by the end of the first week of the fall semester. Candidates who plan to complete requirements at the end of the summer session must apply for graduation by the end of the first week of the summer session. Students applying for the Finish in Four Scholarship must return the Graduation Application for Finish in Four Scholarship Applicants to the Records Office by the following deadlines: December 1 for May graduates; May 1 for August graduates; July 1 for December graduates. (For more information about the Finish in Four Scholarship, please visit <http://registrar.siu.edu/records/Graduation.htm>.) Application forms may be obtained from Records and Registration for law students and undergraduates; and, from the Graduate School for graduate students.

A \$25 graduation application fee is established for all persons applying to graduate. The fee does not cover the rental fee for the cap and gown or the cost of invitations. These items may be ordered through the University Book Store in the Student Center. The deadline for cap and gown order is April 1 for May commencement, July 1 for August and November 1 for December. For more information contact the book store.

In addition to completing the steps for application for graduation, students are responsible for determining that they are meeting all graduation requirements and have no outstanding financial obligation to the University. To this end each academic unit provides, through its academic advisement process, a graduation check to ensure that academic requirements have been fulfilled. Although this service is helpful, it does not relieve students of their responsibility to make certain they are meeting the requirements. The University also provides an academic check, primarily to confirm to its satisfaction that each graduating student has met the requirements. Students should check with their academic advisers about procedures to follow as they approach graduation. Students wishing to participate in a ceremony prior to the completion of their academic requirements must obtain permission from their academic dean. An application for graduation must be filed for the term in which they plan to complete all requirements.

Graduating students who have outstanding financial obligations or delinquent accounts with the University will not receive either diplomas or transcripts until their accounts are paid.

Attendance at commencement is not compulsory. Students who do not plan to attend must notify Records and Registration four weeks prior to the commencement ceremony. Graduate students should notify the Graduate School. This information is needed for seating arrangements and mailing.

Graduation Appeal

The University has a Graduation Appeals Committee that hears petitions from students hoping to graduate even though they have not satisfied all University graduation requirements. The committee hears only those cases involving University requirements for the associate or bachelor's degree. Appeals relative to a major or an academic unit requirement must go through the appropriate administrative official. Ordinarily, the Graduation Appeals Committee will give consideration to an appeal only if there is tangible evidence that the matter at issue is of an unusual nature and that it has resulted due to conditions beyond control of the student. Appeal is initiated through the student's academic dean.

Class Attendance

The faculty of Southern Illinois University at Carbondale affirm the importance of prompt and regular attendance on the part of all undergraduate students. Quality instruction clearly depends upon active student participation in the classroom or its equivalent learning environment. In the transition from high school to the university and from the university to the workplace, personal success is directly related to good attendance.

As a caring public institution, SIUC has the obligation to encourage its primary constituents, the students, to meet their responsibilities first of all to themselves, but also to their families, their classmates, their instructors, and the taxpayers and donors who underwrite higher education in the state of Illinois.

For these reasons the SIUC faculty remind undergraduates and their instructors that the first day of class is just as valuable as the last day of class; that work and other extracurricular commitments do not necessarily justify an absence; that holidays begin and end precisely as stated in the University Calendar; that instructors should be notified three days prior to religious observances; that major examinations, term papers, and/or assigned projects for one class do not exempt students from their need to attend another; and finally, that some financial assistance at the University is actually contingent upon attendance.

These guidelines express the faculty's collective concern for undergraduates and for one important feature of their education here at SIUC.

Undergraduate students should be aware that if they cease attending a class and do not officially drop the class or withdraw, they may be assigned a "WF" grade for the class. The "WF" grade will count as an "F" in the GPA, and may impact the student's eligibility for, or amount of financial aid for the semester. Graduate students who cease attending may receive a "WU" grade which does not affect their GPA. However, the "WU" may impact the student's eligibility for, or amount of financial aid for the semester.

Accommodating Religious Observances

Southern Illinois University at Carbondale will make reasonable accommodation for individual student religious observances. (See the *Policy Accommodating Religious Observances of Students* in chapter 7 of the Undergraduate Catalog.)

Admission/Registration

The University's admissions process provides ample opportunity for admission and registration activities without conflicting with religious holidays and observances. However, students may receive another appointment when an appointment for admission counseling or an appointment for academic advisement or an appointment for registration for classes falls on a date or at a time that would conflict with the student's observance of major religious holidays. The individual student must notify, in writing, the appropriate admissions officer or academic adviser of the conflict with the student's observance of the religious holiday. Notification shall be made immediately after the student's receipt of the appointment or at least five work days before the appointment time, whichever is later.

Class Attendance

Students absent from classes because of observance of major religious holidays will be excused. Students must notify the instructor **at least three regular class periods in advance of an absence from class for a religious holiday and must take the responsibility for making up work missed.**

Examinations

Instructors are requested not to schedule class examinations on dates that would conflict with major religious holidays. If an examination must be scheduled on a date that conflicts with a student's required observance of a religious holiday, the student shall be given reasonable opportunity to make up the examination. Students must notify the instructor of the class if they plan to miss an examination. This should be done at least three regular class meeting periods in advance of the absence or at the time the announcement of the examination is made, whichever is later.

Grievance Procedure

A student who believes that he or she has been unreasonably denied an educational benefit because of his or her religious belief or practices may petition in writing as follows:

Cases involving class attendance or class examinations, which are unresolved at the class instructor level, may be appealed by the student by filing a petition in writing, within thirty calendar days of the incident being appealed, to the chair or coordinator of the department or program in which the course is offered. If the case is not resolved to the student's satisfaction at the department/program level within five working days after the chair's receipt of the petition, the student may petition in writing to the dean of the school or college to which that teaching department or program reports. The student's petition to the school or college must be filed with that dean within five working days of the decision at the departmental level. Should the case not be resolved to the student's satisfaction at the school or college level within five working days of the petition filing at that level, the student may petition the vice chancellor for academic affairs. If the student is still not satisfied at that level within the five-working-day time period, he or she may petition the SIUC chancellor within another five working days. Decisions of the chancellor may be appealed to the SIU president, and to the Board of Trustees if necessary, in accordance with Bylaws of the Board of Trustees.

In cases involving admissions, *the grievance process should follow the time frames described above*, with the initial petition being filed with the director of Undergraduate Admissions, which is the only filing point prior to the Vice Chancellor for Student Affairs and Enrollment Management.

Guidelines for Responding to Disruptive/Threatening Behavior

When improper student conduct obstructs or disrupts classes or other campus functions, or when the safety of members of the campus community is endangered by threats of violence or violent acts, Student Judicial Affairs recommends the following courses of action:

Obstruction or Disruption in Classrooms, University Offices, or Other Campus Facilities or Property

If a student is disruptive, he/she should be asked to stop and warned that disruption can result in student disciplinary action. If a student continues the disruption despite the warning, faculty/staff may ask the student to leave the area and inform that student that the incident will be referred for disciplinary action. If, in the faculty/staff member's best judgement, a disruptive student's threats or refusal to leave creates a safety risk or makes it impossible to continue class or other University functions, he/she should contact the Department of Public Safety (911 or 453-3771) and/or dismiss the class for that day.

A disruptive student cannot be removed permanently from a class in which he/she is enrolled without formal review through a student disciplinary hearing (see Student Conduct Code, available from the Office of Student Development). Faculty/Staff should notify their department chair/supervisor of any instances involving the removal of a student from class or other University function.

Non-students and students not enrolled in class may be removed permanently because they have no right to attend the class without the instructor's permission.

Violence, Harassment, or Threats

Students can be disciplined for harassment and for "physical abuse, threats of violence, intimidation, or conduct that represents a danger to persons "on or off" University property. If student appears to threaten harm to him/herself, immediately contact the Counseling Center (453-5371). After hours, contact the Department of Public Safety (453-3771) for assistance. If any individual appears to threaten harm to others, immediately contact the Department of Public Safety (911 or 453-3771).

For additional information, contact Student Judicial Affairs, Woody Hall B-145, telephone 618/536-2338.

SIUC Housing Information

Go to the world wide web at the following.

<http://www.housing.siu.edu/>

Privately Owned Housing

Carbondale offers many types of rental units. Most privately owned facilities are within walking distance of the campus. Students that are exempt from the Student Housing Policy may request more information about privately owned housing by contacting the SIUC Off-Campus Housing Office, Washington Square, Building D, Carbondale, 62901-6716. Telephone number is 618/453-2301.